



**Maxfield Public Library  
Trustee's meeting  
Date: 7/2/25**

**In attendance:**

**Trustees: Elizabeth Moser, Becky Herrmann, Dyrace Maxfield**

**Alternate Trustees: Brianna Hemmah**

**Acting Library Director: Nicole Gauvreau**

**Chairman Moser called the meeting to order at 5:53 PM.**

**June 2025 Minutes: Chairman Moser made a motion to approve the minutes. Trustee Maxfield seconded the motion. The motion passed unanimously.**

**Directors Report:**

**Acting Director Gauvreau presented the report. The library had 1142 visitors for the month of June. Upcoming programs for the month of July and the start of August include:**

**Game of the Week: July 2, 9, 16, 23 and 30**

**Adult SRP Bingo: July 10**

**Movie Matinee (Wreck-It Ralph): July 19**

**Adult SRP Craft: July 31**

**Steve Blunt and Marty Kelley: August 5**

**Library at Loudon National Night Out: August 5**

**Acting Director Gauvreau also presented some building maintenance initiatives as well as potential future CIP projects. These included curb replacement, window replacement in the old section, roof replacement/repair, and a sprinkler system.**

**OLD BUSINESS:**

**Monthly Hoopla Update: The bill for the month of May was \$326.46.**

**Director Search Update: Search is still ongoing. Next month the Trustees should have an update. Acting Library Director Gauvreau is doing a fantastic job filling the director role and the Trustees appreciate all her time and effort in this position.**

**Circulation Access Policy (New update): Tabled until another meeting**

## **Housekeeping Items:**

**Basement Updates:** The Trustees are continuing with the sump pump and foundation sealing in the basement. The total cost is \$6840.73. Partial payment will come from a grant the library received. Trustee Herrmann made a motion to pay \$5840.73 from the trust fund to complete the sump pump and foundation sealing work. Trustee Maxfield seconded the motion. The motion passed unanimously.

**Securing Bookshelves:** Acting Director Gauvreau is getting quotes to secure several bookshelves that need to be anchored to the floor.

*Trustee Herrmann had to leave the meeting. Elizabeth Moser motioned to seat alternate Trustee Hemmah. Dyrace Maxfield seconded.*

A 1909 window frame in the basement is in bad shape. Renovation information from 1996 revealed that this was a known problem that was meant to be addressed at that time. It is unknown why it was not. The frame will require repair. Two other windows may need attention. Acting Director Gauvreau will look into possible solutions.

In regards to the \$300,000 budget decrease for the Department of Natural and Cultural Resources, we will let patrons know if defunding will impact services associated with the State Library.

Standardized staff vacation tracking will be added to the Personnel Policy. A draft will be created to be voted on next month.

## **New Business:**

The process of updating patron records will be added to the Circulation Policy. A draft will be reviewed next month.

Chairman Moser discussed recent legislative changes as presented by the New Hampshire Library Trustee Association.

**Treasurers report:** The accounts are reconciled. Elizabeth Moser motioned to reimburse Dyrace Maxfield for the \$65 fee for the New Hampshire Library Trustee Association conference. Brianna Hemmah seconded. The motion passed unanimously. Chairman Moser motioned to reimburse Trustee Maxfield \$68.99 for the cost associated with the catering for the farewell gathering for the previous director Christina Finemore. Alternate Trustee Hemmah seconded the motion. The motion passed unanimously. Trustee Maxfield has opened a new account for the Sandy River Charitable Foundation Family Place grant and the Association for Rural and Small Libraries sustainability grant, totaling \$18,125. Trustee

**Maxfield motioned to use \$898.52 from the Collection Maintenance Fund to purchase books. Chairman Moser seconded. The motion passed unanimously.**

**Chairman Moser motioned to enter a non-public session at 8 PM. Brianna Hemmah seconded the motion. The motion passed unanimously with a roll call vote.**

**The Trustees returned to the public meeting at 8:30 PM. Chairman Moser made a motion to adjourn the meeting at 8:31 PM. Trustee Maxfield seconded the motion. The motion passed unanimously.**

**Next Meeting: Wednesday, August 6, 2025 at 5:45 at the Maxfield Public Library.**

**Minutes submitted by Becky Herrmann**